



MEETING MINUTES  
November 25, 2014  
7:30 PM  
Approved

In Attendance: H. Harper, Vice-Chair, L. Schack, Member, D. Carlson, Chair (by teleconference), M. Brown, Authority Administrator.

Call to Order

H. Harper called the meeting to order at 7:44 PM.

Approval of Minutes

D. Carlson moved to approve the minutes as submitted; L. Schack seconded. It was so moved.

Approval of Payments

After a brief discussion, L. Schack motioned for approval of the November 2014 payments as listed, seconded by D. Carlson. It was so moved. M. Brown noted an additional payment of \$3,750 was needed for the easement appraiser relative to the Phase II system expansion project. This payment was authorized as part of the previously noted motion. A brief discussion occurred relative to the documents prepared by the Township Treasurer. The consensus was the Board was pleased with the form of the delinquent accounts information. D. Carlson then moved to accept the Balance Sheet and Revenue and Expenses Report as prepared in good faith by the Township Treasurer, seconded by L. Schack. It was so moved.

Authority Administration Reports

M. Brown reported that in general all facilities were operating well. There were several brief questions regarding the reports. M. Brown provided a brief update of the Phase II Expansion Project and the steps taken to contact homeowners for lateral location meetings. He noted that meetings were conducted with 119 of the 139 connecting homeowners. M. Brown then requested permission from the Board to advertise and bid the Little Conestoga Pump Station and Force Main Project. D. Carlson made the motion; seconded by L. Schack. It was so moved. M. Brown then provided a brief update of the Phase II WWTF Project noting it was on schedule at present. L. Schack then moved to accept the Administrator Reports as submitted; seconded by D. Carlson. It was so moved.

2015 Operating and Capital Budgets – Discussion

M. Brown then presented the draft operating and capital budgets for 2015. He reviewed the differences between 2015 and 2014 relative to revenue and expenses. There were a number of questions regarding the shared equipment expenses between the Authority and the Township. M. Brown was directed to speak with the Township Manager about these issues and report back

to the Authority at the December meeting. M. Brown noted that adoption of the budgets would be sought at the December meeting of the Authority.

Adjournment

There being no further business to be brought before the Authority, D. Carlson moved, seconded by L. Schack to adjourn the meeting at 9:10 pm.

Respectfully submitted,

G. Matthew Brown, P.E., DEE  
Authority Administrator